

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. **C-348**

PAGE
NO. 1

1. Requesting Agency

ST. MARY'S COUNTY

2. Division or Bureau of Requesting Agency

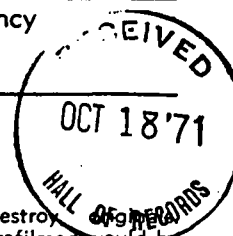
Sheriff

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals if not microfilmed would be retained for the period of time indicated.



4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p>OPERATIONS PAPERS</p> <p>Size: Letter and legal size Dates: 1954 -- Quantity: 12 cubic feet File Arrangement: Current papers arranged chronologically by type; noncurrent papers are boxed and not in order</p> <p>Operations Papers are composed of the following:</p> <ul style="list-style-type: none"> Complaint Reports Investigation and Operations Reports Summons and Warrants Reports of Arrests Arrest Ticket Copies Miscellaneous Reports and Papers <p>Copies of these papers or a record of their issue will be found in the District Court papers and dockets (formerly Trial Magistrates Court). The Sheriff's records are subject to the recommendation below; however, records and papers having continuing legal or administrative value to the operation of the office should be retained until such value ceases.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS THEN DESTROY</p>	

7. Agency, Division or Bureau Representative

Lawrence Williams

Signature

Sheriff

Title

10-13-71

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Oct. 21, 1971

Date

Morris R. Roubert

Archivist

Oct. 27, 1971

Date

Lawrence Williams

Secretary